



Massachusetts Department of Environmental Protection
Sustainable Materials Recovery Program
Municipal Application – For Reference Only

MassDEP's Sustainable Materials Recovery Program Municipal Grant Application is available only through the online reporting tool [Re-TRAC Connect™](#).

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Each grant item shows a superset of all possible application questions. Some questions are only displayed based on previously answered questions, so you will notice some questions have been answered for demonstration purposes. You may not be presented with every question on the form.

Application Deadline: June 13, 2018

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OVERVIEW AND CERTIFICATION OF MINIMUM ELIGIBILITY CRITERIA MUNICIPALITY

Sustainable Material Recovery Program-Municipal Grant Application

The Massachusetts Department of Environmental Protection's Sustainable Materials Recovery Program (SMRP) offers funding to Massachusetts cities, towns, regional government entities, and certain non-profits for recycling, composting, reuse, and waste reduction activities that will increase diversion of municipal solid waste and household hazardous waste from disposal. Please review the Grant Guidance on the SMRP [Grant Guidance](#) for more detailed information including terms and conditions, eligibility, and grant categories, prior to completing this grant application.

Grants awarded by MassDEP are administered through a grant agreement. Grant agreements consist of a contract, scope of work and budget. Grantees will expend funds for approved budget items and then request reimbursement from MassDEP in accordance with the grant agreement.

Applications must be submitted via Re-TRAC Connect by 11:59pm on June 13, 2018.

Overview

As a condition for receiving grant funds, grantees must comply with the eligibility criteria requirements described below.

1. Annual Notification of Buy Recycled Policy

I certify that the applicant distributes an ANNUAL notification of the municipality's Buy Recycled Policy, ordinance or by-law to all staff, department heads and employees with purchasing authority. This notice was sent from the Mayor, Board of Selectmen, Town Manager, Town Administrator or Chief Purchasing Officer and highlighted specific opportunities to buy recycled products, the benefits of buying recycled and encouraged the purchase of these products. *

☐

Select one of the following: *

- ☒ Our municipality's purchasing is controlled centrally and the chief procurement official certifies that the policy is enforced.
- ☐ Our municipality's purchasing happens in a decentralized manner and the chief executive (Town/City Manager, Town Administrator, Mayor, etc.) certifies that all departments enforce the policy.

Attach a copy of the annual notification sent: *

2. Municipal Recycling Data Reporting

Our municipality has filed its completed 2016 and 2017 Municipal Recycling and Solid Waste Survey with MassDEP. *

☐

3. Recycling in Practice

Select one of the following: *

- ☐ I certify that all municipal buildings have an active recycling program with recycling containers for paper, cans and bottles in all offices and meeting spaces in the building.
- ☐ I certify that all municipal buildings will implement a recycling program as described above within 30 days of notification of the grant award.

Authorization to Submit Application to MassDEP for a Sustainable Materials Recovery Program grant:

I hereby certify that I am authorized to apply for grants from the Commonwealth of Massachusetts, or have notified the appropriate official with such authorization. The information provided in this application is accurate to the best of my knowledge. *

☐

Name: *

Title: *

Date: *

City/Town of: *

Mattress Recycling Incentive

Applications must be submitted via Re-Trac Connect by 11:59pm on June 13, 2018.

Overview

The purpose of this grant is to promote collection and recycling of residentially generated mattresses. MassDEP will pay a state contract vendor to transport and recycle mattresses from a single collection point (such as a transfer station); Municipalities that pick up mattresses curbside must aggregate them for recycling. Grantees will be obligated to use an assigned vendor from FAC90, the state-wide mattress recycling contract. In most cases, MassDEP will reimburse grantees for a mattress storage container. In other cases the municipality may be required to provide their own container. Mattress collection must be overseen by municipal staff to ensure loading efficiency. Please review the [Grant Guidance](#) on the SMRP grant webpage for detailed information about this grant item.

1. What type of container could your facility accommodate for mattress collection? Select all that apply.

Roll-off *

☐ Yes

☐ No

Transfer trailer *

☐ Yes

☐ No

Applicant would like to propose other type of covered collection container *

☒ Yes

☐ No

Please describe: *

100 Character Max.

2. Is your municipality interested in serving as a regional collection site, allowing other municipalities and/or their residents to tip mattresses for a fee? See [Grant Guidance](#) for details and restrictions. *

☒ Yes

☐ No

List all municipalities which will have access to your regional mattress recycling program. Note: Your regional award will be limited to this list, and all listed municipalities must meet all SMRP grant minimum eligibility requirements. *

255 Character Max.

3. Provide information about the facility where you will collect mattresses:

Facility Name: *

Facility Address: *

Facility Type: *

ex., transfer station, recycling drop-off facility, public works yard

4. When is your facility open? (check all that apply) *

☒ One or more weekdays

☒ One or more weekend days

Total number of weekday hours open: *

Total number of weekend hours open: *

5. Who will have access to the collection facility? (check all that apply): *

☐ Residents with Transfer Station stickers

☐ All residents of your municipality

6. Identify any remaining steps, with target completion dates, which must be taken by your municipality before the program can begin (i.e. pass budget at town meeting, modify collection site, obtain general recycling permit from DEP, etc).

Action 1: *

100 Character Max.

Target Completion Date # 1: *

Action 2:

100 Character Max.

Target Completion Date # 2:

Action 3:

100 Character Max.

Target Completion Date # 3:

7. How will you publicize this program to residents and/or haulers? *

750 Character Max.

8. Will the municipality institute a policy prohibiting the disposal of mattresses? *

☒ Yes

☐ No

How will you publicize and enforce the disposal prohibition (i.e. direct mailing to residents; instruct hauler to leave material at the curb; monitor disposal activity at transfer station): *

750 Character Max.

9. Applicants that will collect mattresses curbside for disposal as trash must contact MassDEP to discuss eligibility before applying for this grant AND must select "Other" and describe their program, including any fees charged to the resident.

Check all collection methods that apply: *

- ☐ Mattresses will be brought by residents to a collection location (i.e. transfer station, recycling center)
- ☐ Mattresses will be collected curbside as part of a separate bulky waste collection, then unloaded and sorted into the mattress collection container
- ☐ Mattresses will be collected curbside as a part of a separate collection of mattresses only
- ☒ Other

Please describe: *

255 Character Max.

PAYT/SMART Program Funds

Applications must be submitted via Re-Trac Connect by 11:59pm on June 13, 2018.

Overview

This grant provides funding to a municipality that implements a new Pay-As-You-Throw (PAYT) or Save Money and Reduce Trash (SMART) program, or upgrades to an existing PAYT/SMART program. In a PAYT/SMART solid waste program, residents are charged for trash disposal based on the amount they throw away. This creates a direct economic incentive to recycle more and to generate less waste.

Grants will be *conditionally* awarded to eligible applicants. Awards will be finalized only after the applicant has met the criteria outlined in the Acknowledgement section below. The maximum grant award is \$300,000 per applicant. Please review the [Grant Guidance](#) on the SMRP grant webpage for detailed information about this grant item.

PAYT/SMART Program Design Options

Award amounts are calculated based on the number of households participating in the program and the type of program implemented. Applicants need NOT have determined the structure and design of the proposed PAYT/SMART program at the time their application is submitted. Program design details will be finalized during the implementation planning phase, after the grant has been conditionally awarded. Once the applicant's program design is final, MassDEP will determine the actual grant award based on the Program Design selected below (e.g. total grant award = the number of participating households multiplied by the appropriate - per household award value).

<u>Program Design Options</u>	<u>Per Household Award Value</u>
1. New Drop-off PAYT/SMART program:	\$ 10
2. New Curbside PAYT/SMART program:	
a. With ONE bag/barrel free	\$ 10,OR
b. With NO bags/barrels free	\$ 20,OR
c. With ONE 35 gallon automated trash cart	\$ 30,OR
d. With ONE 64 gallon automated trash cart collected every other week	\$ 10
3. Upgrades to Existing PAYT/SMART Program:	
a. Convert from one bag/barrel free to no-bags/barrels-free	\$ 5
b. Provide each household with one automated trash cart of 35 gallon capacity or smaller	\$ 15
c. Transition for sticker program to a bag program	\$ 5

Program Information

1. Based on the Program Design Options described above, select one of the following: *

- ☐ New PAYT/SMART Drop-off Program
- ☐ New PAYT/SMART Curbside Program
- ☐ Upgrade an existing PAYT/SMART Program

2. How many households will your new or upgraded program serve? *

3. Estimated start date for new or upgraded program? *

Implementation Milestones Indicate below what steps your community has taken or needs to take in order to implement this new program or program change:

1. Program has been approved by the appropriate decision making body (e.g., Board of Health, Board of Selectmen, Mayor/Council, Town Meeting) *

- ☐ Yes
- ☒ No

Provide Target Completion Date: *

validation: date must be greater than current, but less than Start Date

2. Operating budget has been approved: *

- ☐ Yes
- ☒ No

Provide Target Completion Date: *

validation: date must be greater than current, but less than Start Date

3. PAYT/SMART Implementation plan / timeline has been completed: *

- ☐ Yes
- ☒ No

Provide Target Completion Date: *

validation: date must be greater than current, but less than Start Date

Acknowledgement of PAYT/SMART Grant Conditions

Grants will only be provided to municipalities that implement a new program or program upgrade within one year of the date on the award letter. Grant funds may be used for initial bag purchases, carts for automated collection, and other approved program costs. Grant funds may be disbursed over a two-year period, at the discretion of MassDEP. Check the box below to confirm acknowledgement of the grant conditions below. *

☐

- The PAYT/SMART program must be maintained for a minimum of two (2) years.
- The PAYT/SMART fee and solid waste program funding structure must ensure the long-term viability of the program.
- If households are allowed one bag/barrel "free", this must not exceed a 35-gallon bag/barrel.
- Permitted trash haulers must be required, through ordinance/bylaw and/or Board of Health hauler regulation, to provide integrated solid waste and recycling services to residential customers at one bundled price. See Grant Guidance for exceptions.
- Curbside municipalities must provide weekly collection of recyclables, or provide a second or larger recycling bin if collection is bi-weekly. Recycling capacity requirement may be met by providing residents with a recycle bin sticker/decals to affix to a container of the resident's choice.
- Municipality must report quarterly to MassDEP on PAYT results for first two years.

Curbside Recycling/Food Waste Collection Carts

Applications must be submitted via Re-Trac Connect by 11:59pm on June 13, 2018.

Overview

This grant will assist municipalities with the purchase of wheeled carts for the implementation or expansion of curbside recycling, curbside food waste collection, business recycling and multi-family recycling programs. Requests will be accepted for only one cart category per applicant. At the end of this section, applicants may also request funding for an in-molded recycling instructions label for each cart. The grant will offset the cost of carts purchased either by the municipality or by its contracted recycling hauler. If hauler purchases carts, the contract must specify that the municipality takes ownership of the carts at the end of the contract. Please review the [Grant Guidance](#) on the SMRP grant webpage for detailed information about this grant item.

Cart Program Request

Please select one of the Following: *

- ☐ a. Wheeled carts for municipal recycling collection program.
- ☐ b. Wheeled carts for residential curbside food waste collection program.

Wheeled carts for municipal recycling collection programs

Description: These carts are for the implementation or expansion of curbside recycling for single-family and multi-family residents and for recycling at small businesses. To be eligible, a municipality must limit residential trash to no more than two 32-gallon barrels (or equivalent capacity) per household per week. Maximum award is \$200,000. Carts are to be distributed only to residents or businesses SERVED BY THE MUNICIPAL SOLID WASTE PROGRAM (e.g., the municipality's contracted hauler or municipal crews). Municipalities will be reimbursed \$10, \$15 or \$20 per cart, depending on trash limit. See Grant Guidance for details.

1. Program Scope *

- ☐ New town wide program
- ☐ New pilot program
- ☐ Expansion of an existing program

2. Indicate how the carts will be used: *

- ☒ Single Family
- ☒ Multi-Family
- ☒ Business

How many single and/or multi-family households will this recycling program serve, and how many carts does the municipality or its hauler intend to purchase?

Households Served: *

Total number of Carts to be purchased for Residents: *

How many businesses will this recycling program serve, and how many carts does the municipality or its hauler intend to purchase?

Businesses served: *

Total number of Carts to be purchased for Businesses: *

3. Estimated start date for the program: *

4. When the cart program is implemented, what volume of trash will each household be allowed to place at the curb for collection each week? *

5. Describe how residents will dispose of trash in excess of the trash limit (i.e., no excess trash will be collected; PAYT overflow bags; a second cart that carries an annual fee).

255 character limit

6. When the cart program is implemented how will the trash limit be codified (by-law, ordinance, hauler contract, not codified)? *

7. When the cart program is implemented how will the trash limit be enforced? *

8. Has this cart program been approved by the appropriate decision making body (e.g. Board of Health, Board of Selectmen, Mayor/Council, Town Meeting)? *

☐ Yes

☒ No

Provide target approval date: *

9. Describe, in timeline format (e.g. task/milestone and date) the steps remaining to implement this program (e.g., establish or change trash limit, issue RFP, negotiate with existing hauler, appropriate funds to purchase carts, etc.)

Action # 1: *

Target Completion Date # 1: *

Action # 2:

Target Completion Date # 2:

Action # 3:

Target Completion Date # 3:

10. How will the municipality fund the matching portion of the cart cost? (e.g. appropriation request will be made at town meeting on mm/dd/yyyy; municipal bonds have been approved; municipal hauler will purchase, etc.) *

600 Character Max.

Wheeled carts for curbside food waste collection program

Description: This grant will provide a subsidy for the purchase of carts for residential curbside collection of source separated food waste. Municipalities will be reimbursed up to \$20 per cart with a maximum award of \$100,000. For communities wishing to implement a pilot food waste collection program, the grant includes an additional \$10 per household for the first 1,000 households to help offset incremental program start-up costs. This start-up assistance (maximum of \$10,000 per year) will be available for two years of a pilot program.

1. Program Scope *

- ☒ New town wide program
- ☐ New pilot program
- ☐ Expansion of an existing program

2. How many households/businesses will the program serve? *

3. Proposed food waste collection frequency: *

☐ Weekly

☒ Other

Explain: *

4. Estimated start date for the program: *

5. Has the composting location been selected? *

☒ Yes

☐ No

Name of facility *

Provide the target date for selecting the composting location: *

6. Has the hauler been selected? *

☒ Yes

☐ No

Name of hauler: *

Provide target date for selecting the hauler: *

7. How does the municipality plan to fund the balance of the cost of the organics carts? *

1000 Character Max.

8. How will the operating costs of this program be funded? (e.g. direct fee to residents, annual appropriation, etc). *

1000 Character Max.

9. Describe the steps remaining to implement this program (e.g. renegotiate hauler contract, appropriate operating budget, etc.).

Action # 1: *

Target Completion Date # 1: *

Action # 2:

Target Completion Date # 2:

Action # 3:

Target Completion Date # 3:

Additional Funds for In-Molded Recycling Instructions Labels

Description: MassDEP will provide an additional \$1 per cart, for the first 10,000 recycling carts or the first 5,000 food waste carts, to municipalities that purchase carts with an in-molded label on the lid which provides detailed instructions on how and what to recycle. An in-molded label is laminated to the cart lid by heat treatment during the manufacturing process. Labels or Stickers placed on carts after manufacture will NOT be funded. MassDEP must approve the label design in order to be eligible.

Check the applicable box below: *

- ☐ YES, the municipality would like to purchase in-molded labels
- ☐ NO, the municipality will not purchase in-molded labels

Drop-off Recycling Equipment

Applications must be submitted via Re-Trac Connect by 11:59pm on June 13, 2018.

Overview

This grant will assist municipalities with establishing or expanding diversion programs for targeted materials at a municipal recycling drop-off or transfer station ("facility"). Grants contribute toward or subsidize the purchase of roll-offs, compactors, or other on-site containers. Facilities that are open to both residents and businesses will be prioritized. Applicants may also request funding for education materials to promote the program. Before requesting any of the items below, please read the [Grant Guidance](#) for further grant conditions, including purchase and reimbursement documentation requirements. Funding will not be provided for the replacement of existing containers.

Facility Information

1. Who will have access to the facility? (Check all that apply) *

- ☒ Residents
- ☒ Businesses
- ☒ Haulers
- ☒ Out-of-town residents
- ☒ Out-of-town businesses

2. Does your municipality require stickers to be purchased for access to the facility? *

- ☒ Yes
- ☐ No

In the current fiscal year how many stickers did you sell and to whom? Note: Residential sticker sales include only the first sticker sold to each household.

sold to residents: *

to businesses: *

to haulers: *

to out-of-town residents: *

to out-of-town businesses: *

3. When is your facility open? (check all that apply) *

☒ One or more weekdays

☒ One or more Weekend days

Total number of weekday hours open: *

Total number of weekend hours open: *

Equipment Request Information

This grant provides funds to purchase equipment to collect and recycle the targeted materials listed below. You may request containers for two different target materials.

<u>Equipment</u>	<u>Target Material</u>	<u>Grant Award Up To:</u>
Roll-off	Bulky Rigid Plastics	40 CY Open Top - \$5,500
	Mattresses	40 CY Closed Top - \$7,500
Compactor	Cardboard	\$7,500
	Single-stream recycling	\$7,500
	Mixed paper that includes corrugated cardboard	\$7,500
Shed (minimum of 80 square feet)	Universal Waste: fluorescent lamps, thermostats, thermometers	\$3,000
Shed or Container (minimum of 190 square feet)	ReUse Swap Shop	\$6,000

Select the targeted material to be collected: *

1. Taking into consideration the volume of materials you expect to divert, space considerations at the facility, hauler requirements, etc., describe the container you wish to purchase and the estimated cost:

Container description: *

Estimated cost in dollars: *

\$

2. Describe the program (e.g., new program or expansion of an existing program; target generators, etc.) and the factors you believe will contribute to the success of this diversion program. If possible, estimate the annual tonnage you expect to divert. *

750 Character Max.

3. Describe the facility where the container(s) will be located? (i.e., a site assigned transfer station, a conditionally exempt recycling drop-off facility). Include the name and address of the facility. *

250 Character Max.

4. Identify any remaining steps, with target completion dates, which must be taken by your municipality before the container(s) can be placed at the facility (e.g., pass budget at town meeting, secure regulatory approval if needed):

Action # 1: *

Target Completion Date # 1: *

Action # 2:

Target Completion Date # 2:

Action # 3:

Target Completion Date # 3:

5. When do you intend to purchase this equipment? Estimated equipment purchase date: *

6. How will you publicize this program to residents, businesses, and/or haulers? *

750 Character Max.

7. Have you identified a recycling company to take the targeted material? *

☒ Yes

☐ No

Name of Recycling Company: *

Recycling Company location (City,State): *

Would you like to request another grant item? *

☐ Yes

☐ No

Select the targeted material to be collected: *

1. Taking into consideration the volume of materials you expect to divert, space considerations at the facility, hauler requirements, etc., describe the container you wish to purchase and the estimated cost:

Container description: *

Estimated cost in dollars: *

\$

2. Describe the program (e.g., new program or expansion of an existing program; target generators, etc.) and the factors you believe will contribute to the success of this diversion program. If possible, estimate the annual tonnage you expect to divert. *

750 Character Max.

For the material to be collected in a compactor:

a) Enter the annual tonnage currently collected: *

b) Cost per haul: *

\$

c) Average number of hauls per month: *

3. Describe the facility where the container(s) will be located? (i.e., a site assigned transfer station, a conditionally exempt recycling drop-off facility). Include the name and address of the facility *

250 Character Max.

4. Identify any remaining steps, with target completion dates, which must be taken by your municipality before the container(s) can be placed at the facility (e.g., pass budget at town meeting, secure regulatory approval if needed):

Action # 1: *

Target Completion Date # 1: *

Action # 2:

Target Completion Date # 2:

Action # 3:

Target Completion Date # 3:

5. When do you intend to purchase this equipment? Estimated equipment purchase date: *

6. How will you publicize this program to residents, businesses, and/or haulers? *

750 Character Max.

7. Have you identified a recycling company to take the targeted material? *

☒ Yes

☐ No

Name of Recycling Company: *

Recycling Company location (City,State): *

School Recycling Assistance

Applications must be submitted via Re-Trac Connect by 11:59pm on June 13, 2018.

Overview

This grant provides funding to municipal and regional school districts that commit to implementing a comprehensive recycling program (for paper, cardboard, cans and bottles) in all district schools. Applications will be accepted for expansion of existing programs and/or start-up of new programs. The maximum funding level eligibility is determined by the total enrollment in the school district. This is a one-time grant; recipients must achieve district-wide recycling by the end of the grant period (up to 3 years). Grant funds may be used for equipment, educational materials, and/or personnel costs for planning and implementation of recycling programs. Grant funds may NOT be used for ongoing operational costs. Priority will be given to applicants that include a letter of commitment with their application. Please see [Grant Guidance](#) for details.

Program Request

A. Enter total number of students enrolled in the school district in 2017 - 2018 academic year: *

B. Based on your district enrollment, MassDEP will allocate up to:

\$

C. Enter the amount you are requesting for recycling equipment and educational materials (if any):

\$

D. Enter the amount you are requesting for planning and implementation (if any):

\$

Total: *

\$

Acknowledgement of Grant Terms

If awarded, all grantees must:

Agree to participate in an on-site planning meeting and school walk-through(s) with a MassDEP-provided recycling consultant. Attendance by facility staff, business manager and administrators is required. *



Within one month of grant award notification, insure that at least one representative from each school in the district has registered with The Green Team , a free Environmental Education and Recognition Program provided by MassDEP. *



Applicant must agree to both conditions above

Check if your school district meets the Green Team requirement for the 2017 - 2018 academic year.



General Information (All applicants must complete this section)

1. Name of School District ("District"): *

2. Name and contact information for the town or school employee who will oversee this grant.

a. Contact Name: *

b. Email: *

c. Phone: *

3. Describe the existing recycling efforts in the District, including existing recycling equipment at the schools (if any): *

3000 Character Max.

4. Please indicate which materials, if any, are currently being recycled at one or more schools in the district: (Check at least one) *



Paper



Cardboard



Bottles and Cans



Organics(food)



Milk Cartons



No recycling program in place at this time

5. What materials do you plan to target if awarded the recycling grant? (Check at least one) *



Paper



Cardboard

☐ Bottles and Cans

☐ Organics(food)

☐ Milk Cartons

6. Estimated program start date: *

7. What do you hope to accomplish with this grant? Please be specific; include goals, challenges, relevant program history, etc... *

5000 Character Max.

8. Do you have the necessary approval from the district administration? *

☒ Yes

☐ No

9. School Commitment Letter. Check one: *

☒ Signed commitment letter is attached to this application (applicants who provide signed commitment letter with the application will receive higher priority in the evaluation process)

☐ Signed commitment letter will be provided if grant is awarded

Please upload signed commitment letter *

10. School Recycling Policy. Check one: *

☒ The mandatory School Recycling Policy for the district, approved by the School Committee, is attached to this application (applicants who provide a mandatory School Recycling Policy with the application will receive higher priority in the evaluation process)

☐ A district-wide School Recycling Policy will be approved by the School Committee and a copy will be provided if grant is awarded

Please upload mandatory School Recycling Policy *

11. Number of schools in the District: *

12. Number of classrooms in the District: *

13. What resources can schools within the District bring to the proposed recycling program? *

1000 Character Max.

14. How will you track and evaluate the success of the proposed recycling program (increased recycling, reduced trash disposal, cost savings, better compliance with recycling procedure, etc.)? *

1000 Character Max.

15. How will the proposed recycling program be sustained after the grant ends? *

1000 Character Max.

16. Provide a timeline for implementing the grant that discusses key milestones and dates (e.g. month 1, month 6, etc). *

3000 Character Max.

Recycling Equipment and/or Educational Materials

This section of the application is for Districts that need recycling equipment and/or educational materials in order to implement or enhance recycling in their schools.

1. Please provide a budget for equipment and educational materials. Include a description, quantity and cost for each budget line item, e.g. "18 gallon classroom recycling bins, 300 at \$7.50 each = \$2350". Include any matching funds or resources to be provide by the applicant. *

3000 Character Max.

Planning and Implementation

1. Describe how the requested funds would be used to initiate or expand the District recycling program (for example, to provide a stipend to school staff to coordinate recycling program start-up/expansion, or to help fund a school District recycling coordinator): *

5000 Character Max.

2. Provide a budget that specifies in detail how the implementation funds will be used. If for salary, include the number of hours proposed, hourly rate, indirect expenses, etc. Include any matching funds or resources to be provided by the applicant.: *

2000 Character Max.

Waste Reduction and Organics Capacity Projects

Applications must be submitted via Re-Trac Connect by 11:59pm on June 13, 2018.

Overview

MassDEP is offering grants for local and regional projects in two categories: Waste Reduction and Organics Capacity. Proposals will be accepted from individual municipalities, a municipality acting as a lead for a multi-town regional initiative, a regional governmental entity established by legislative authorization, and non-profit organizations established under Section 501(c)(3) of the Internal Revenue Code (Waste Reduction Projects ONLY). Projects must serve one or more of the following: residents, businesses, public agencies, or schools/institutions or some combination thereof.

Applicants are STRONGLY encouraged to contact MassDEP to discuss proposals prior to submittal.

Waste Reduction Projects (WRP) are initiatives that will expand the scope or effectiveness of recycling, composting, reuse or household hazardous waste programs. Grants range from \$10,000 to \$100,000*. Requests for less than \$10,000 will NOT be accepted. Funds may be used for equipment, capital costs, outreach/education, professional services (e.g. legal, engineering, design) and new personnel (consultants, contractors or staff that will dedicate additional hours to the project). Awarded projects must generally be completed within two years of the grant agreement execution date.

Household Hazardous Waste Facilities: Applicants seeking funds to establish a permanent HHW collection center may request up to \$250,000 over 2 years. The facility must be open at least one weekend collection day per month, eight months of the year. A maximum of 15% of awarded funds may be used for engineering, design or other non-capital expenditures, unless otherwise approved by MassDEP.

WRP proposals must fall into one of the following categories:

- Expansion or start-up of regional centers for recycling, reuse, household hazardous waste and/or other source separated recoverable materials;
- Organics collection programs serving commercial generators that are operated or managed by the municipality;
- Projects focusing on expanded materials reuse;
- Programs to divert textiles, carpet, film plastics, surplus building materials, furniture, wood, mattresses, household hazardous waste or other difficult-to-recycle materials;
- Innovative education and outreach strategies to increase public participation in reuse, recycling, composting, and waste reduction programs

Organics Capacity Projects (OCP) refer to new or expanded facilities to manage source separated food waste (organics) through composting or anaerobic digestion. Grants range from \$10,000 to \$250,000. At least 85% of funds requested must be used for capital costs (equipment, site improvements, facility construction). Not more than 15% of requested funds may be used for non-capital expenses including professional services (e.g. legal, engineering, design) and project management (consultants or contractors hired specifically for the project). Proposals for feasibility studies are not eligible. Awarded projects must generally be completed within two years of the grant agreement execution date.

Organics Capacity Projects that are eligible for funding include:

- Expansion of existing leaf and yard waste composting operations to include source separated food waste;
- New operations that will process source separated organics (including slurring, anaerobic digestion, composting);
- Improving the efficiency of an existing operation that handles source separated food waste.

Application Format for Waste Reduction and Organics Capacity Projects:

- Applicants must submit a 4 to 8 page proposal that conforms to the SMRP Mandatory Proposal Outline for Waste Reduction and Organics Capacity Projects. Download the Proposal Outline from MassDEPs website. You will be prompted to attach your proposal during the online grant application submittal process.
- Letters of support are required from all municipalities identified as project participants in a regional initiative.
- Proposals submitted by non-profits (WRP only) must identify a municipal partner(s) and discuss how the municipality will benefit from the project. Support letters must be provided from municipal partners.

Please review the [Grant Guidance](#) on the SMRP grant webpage for detailed information about the WRP and OCP grants..

Applicant Information

a. Contact Name: *

b. Title: *

c. Telephone Number: *

(555)-555-5555

d. Email Address: *

Project Type and Funds Requested

1. Indicate project type. *

- ☒ Waste Reduction Project
- ☐ Organics Capacity Project
- ☐ Household Hazardous Waste Permanent Facilities

2. Is this a regional project involving more than one municipality? *

- ☒ Yes
- ☐ No

List all municipalities that intend to participate in the project: *

3. Project Title: *

4. Enter the dollar amount requested: *

\$

5. Enter the dollar amount of matching funds, if any:

\$

6. Project Proposal: Proposals must be submitted in the Mandatory Proposal format downloadable from MassDEP's website. Please attach your project proposal and any supporting documents. *

a. Please attach any additional supporting documents.

b. Please attach any additional supporting documents.

c. Please attach any additional supporting documents.

Acknowledgement

I certify that I have read the Grant Guidance and that I am eligible to apply for this grant because I represent a Massachusetts municipality, a non-profit organization or a regional authority as defined therein. *

☐

Name: *

Title: *

Small Scale Initiatives

Applications must be submitted via Re-Trac Connect by 11:59pm on June 13, 2018.

Overview

This grant provides municipalities and certain regional groups* with a population-based allocation for the purchase of designated materials and services ("items") that will sustain existing waste reduction programs or facilitate new, low-cost initiatives. Funding will be calculated by the municipal population or the population served by the regional group. Use of state contracts is encouraged, when possible. Grantees must procure all items and request reimbursement from MassDEP. Please review the [Grant Guidance](#) on the SMRP grant webpage for detailed information about this grant item.

* Regional group eligibility is limited to those with a core mission of solid waste/recycling management

Grant Allocation

1. What is the population of your municipality or regional group? *

2. Does your municipality or regional group have a significant seasonal population? *

☒ Yes

☐ No

What is your total population during peak season? *

3. Based on your population, MassDEP will allocate up to:

\$

Acknowledgement of Approved Activities and Expenses

Check the box below to acknowledge you will use funding only for expenditures defined in "Approved Activities and Expenses" in the Small Scale Initiatives Grant Guidance (link to the Guidance is in the Overview). MassDEP will consider requests in the "other" category only if the purchase is beneficial for waste reduction and recycling. Requests should be directed to Dawn Quirk: dawn.quirk@state.ma.us or 617-292-5557. *

☐

Recycling Dividends Program (RDP)

Applications must be submitted via Re-Trac Connect by 11:59pm on June 13, 2018.

Recycling Dividends Program

The Recycling Dividends Program (RDP) will provide payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling and waste reduction. The program and policy criteria represent a best practices framework for achieving waste reduction goals. Each criterion is assigned points ranging from 1 to 5 according to its likely impact on waste diversion. Municipalities that earn at least 8 points (out of 24 available) are eligible for RDP payments. Each point earned over the minimum results in an additional payment. Payment brackets, based on the number of households served by the municipal solid waste program, establish the value for each point. The minimum RDP payment is \$2,800; the maximum is \$240,000. Payments are expected to be made in Fall 2018. See [Grant Guidance](#) for complete details.

Indicate the municipality's primary trash and recycling collection type (check one): *

- ☐ Trash and recyclables are collected curbside by the municipality or its contracted hauler.
- ☐ Trash and recyclables are accepted at the municipality's transfer station or the municipality does not offer any trash disposal program.

CURBSIDE PROGRAMS

Instructions: A response is required in each section below. Be sure to click the "Submit to Program" button at the bottom of the form once the form is complete without errors. If the form is successfully submitted, the icon on the Dashboard will change to a lock.

SOLID WASTE PROGRAM (pick one) *

- ☐ PAYT/SMART program is currently in place which requires all trash to be placed in a PAYT/SMART bag. [5 points]
- ☐ PAYT/SMART program is currently in place which allows each household to dispose of the first bag/barrel free; trash in excess of 35-gallons* must be placed in PAYT/SMART bag. A trash cart (35 gallons or less) collected weekly also qualifies. [4 points]
 - *Note: With prior approval from MassDEP a municipality may be grandfathered in with a 36-gallon barrel/bag.
- ☐ PAYT/SMART program is currently in place which requires the use of stickers or tags affixed to each bag of trash. [4 points]

- ☐ PAYT/SMART program is currently in place which allows each household to dispose of the first bag/barrel free; trash in excess of 35 gallons requires the use of stickers or tags affixed to each bag of trash [3 points]
- ☒ 48 Gallon Trash Limit: Households are limited to one 48-gallon CART of trash capacity each week. [3 points]
- ☐ 64 Gallon Trash Limit: Households are limited to the equivalent of 64-gallons** of trash capacity per week (two 32-gallon barrels or one 64 gallon cart). [2 points]
 - **Note: With prior approval from MassDEP a municipality may be grandfathered in with a 65-gallon cart.
- ☐ None of the above.

If households may obtain a second trash cart, indicate the annual fee charged for that cart:

ORGANICS (pick one) *

- ☐ Source separated food waste is collected, for composting, weekly from all households served by the municipal program. [4 points]
- ☒ Source separated food waste is collected weekly from households currently participating in a pilot program [2 points]
- ☐ The municipality provides subsidized home composting bins, for \$25 or less, to residents along with an effective promotion and outreach program [1 point]
- ☐ None of the above.

Number of households participating in pilot: ***Number of bins sold in current fiscal year *****Sale price to residents: *****Provide link to online promotion of compost bin availability *****Provide link to publicity for annual composting education offered to residents. For example: workshop, compost demonstration, or video program at the library ***

BULKY ITEMS: The municipality or its hauler charges residents a fee of not less than \$5 each for handling of at least 3 of the following bulky items, either at the curb or at a municipal drop-off: mattresses, upholstered furniture, wood furniture, toilets, sinks, and carpet. [2 points] *

- ☒ Yes
- ☐ No

Paste here the link to the published fee schedule on your municipal website: *

YARD WASTE consists of leaves and grass. Both must be collected in order to claim these points. *

- ☒ Yard waste is collected curbside a minimum of 20 weeks per year. [2 points]
- ☐ Residents can take yard waste to a drop-off location that is open a minimum of 30 weeks per year [1 point]
- ☐ None of the above.

MANDATORY RECYCLING ENFORCEMENT (pick one) *

- ☒ A dedicated Enforcement Coordinator spends a minimum of 19 hours per week on the street verifying compliance with the municipality's mandatory recycling program and issuing fines for non-compliance. [3 points]
- ☐ A dedicated Enforcement Coordinator spends a minimum of 10 hours per week on the street verifying compliance with the municipality's mandatory recycling program and issuing fines for non-compliance. Trash containing recyclables and/or recyclables containing trash is stickered by the municipal employee and not collected by the hauler. [1 point]
- ☐ The municipality's hauler is responsible for enforcement of the municipality's mandatory recycling program which includes fines for non-compliance. Trash containing recyclables and/or recyclables containing trash is stickered and not collected by the hauler. The hauler notifies municipal officials daily of each household where trash and/or recyclables is left, including the reason it was not collected. [1 point]
- ☐ The municipality's hauler is responsible for enforcement of the municipality's mandatory recycling program which is codified in the hauling contract and clearly states that trash will not be collected if a recycling container is not also at the curb for collection. Trash containing recyclables and/or recyclables containing trash is stickered and not collected by the hauler. The hauler notifies municipal officials daily of each household where trash and/or recyclables is left, including the reason it was not collected. [1 point]
- ☐ None of the above

Violations issued

Enter the number of initial violations (i.e., first time at a particular address) issued in the current fiscal year: *

Enter the number of repeat violations issued in the current fiscal year: *

Note: The municipality must track violations and follow-up with households found to be non-compliant more than once. At a minimum follow-up must entail a letter, on municipal letterhead, to the resident and/or property owner. Applicants may be asked to provide a sample of the municipal letter sent to repeat violators.

HOUSEHOLD HAZARDOUS WASTE COLLECTION (pick one) *

- ☐ The municipality **hosts a permanent Household Hazardous Waste (HHW) collection center** open to residents a minimum of six times per year [2 points]
- ☒ The municipality participates in **a regional HHW collection center** open to residents a minimum of six times per year [2 points]
- ☐ The municipality participates **in a reciprocal arrangement** with other municipalities which provides residents access to a minimum of six comprehensive HHW collection events per year [2 points]
- ☐ The municipality **hosts** at least two HHW collection events per year [1 point]
- ☐ The municipality **funds two HHW events** per year at no cost to the resident [1 point]
- ☐ None of the above.

Household Hazardous Waste collections must accept a broad range of hazardous products from residents, including but not limited to: pesticides, oil based paints, pool chemicals, automotive products, elemental mercury, cleaning products and other chemicals.

Name of facility: *

Paste here web link directly to the HHW event dates and locations on your municipal website: *

List municipalities participating in reciprocal agreement: *

Date of your last event and date of your next event: *

Name of town where the second event held *

CENTER FOR HARD TO RECYCLE MATERIALS (CHARM) [2 points]

A Center for Hard to Recycle Materials is a single location where the following materials are collected for recycling. This may be a municipal recycling center or transfer station. In order to qualify the collection location (CHARM) must be open a minimum of once per month.

Do your residents have access to a CHARM in your municipality or a contiguous (i.e. bordering) municipality or within a seven mile radius of an open CHARM where a minimum of 6 of the following materials are collected for recycling, or mattresses plus 3 additional materials? *

- ☐ Yes
- ☐ No

Automotive wastes	Books/Media	Bulky rigid plastics	Carpet	Electronic waste	Expanded Polystyrene (Styrofoam)
Fire extinguishers, AND BOTH one pound and twenty pound propane tanks	Household Batteries	Large Appliances (White Goods)	Mattresses	Mercury bearing products	Paint
Plastic bags		Textiles		Wood	

Is this CHARM located in your municipality? *

☐ Yes ☒ No

Name of municipality where CHARM is located *

To qualify, each material must be source separated and recycled. You will be asked to provide the name of the recycling company or processor for each material you select.

Automotive wastes (must collect all of the following: antifreeze, waste oil, tires, auto batteries) *

☒ Yes ☐ No

Name of recycling company or processor: *

250 Character Max.

Books/Media *

☐ Yes ☐ No

This question will show if "Yes" selected for any materials below.

Bulky rigid plastics *

☐ Yes ☐ No

Carpet *

☐ Yes ☐ No

Electronic waste (minimum of all computer and TV related electronics) *

☐ Yes ☐ No

Expanded Polystyrene (Styrofoam) *

☐ Yes ☐ No

Fire extinguishers, AND BOTH one pound and twenty pound propane tanks *

☐ Yes ☐ No

Household batteries *

☐ Yes ☐ No

Must collect all types of non-alkaline batteries

Large Appliances (White Goods) *

☐ Yes ☐ No

Mattresses *

☐ Yes ☐ No

NOTE: recycling mattresses will count as 3 toward the total needed

Mercury bearing products. Must collect all of the following: fluorescent lamps/CFLs, button batteries, thermostats, thermometers, other products containing mercury *

☐ Yes ☐ No

Paint (sent for recycling, fuels blending, or hazardous waste disposal) *

☐ Yes ☐ No

Plastic bags *

☐ Yes ☐ No

Textiles *

☐ Yes ☐ No

Wood *

☐ Yes ☐ No

Waste Prevention Outreach and Education [1 point]

Waste prevention education refers to the promotion of any/all of the following: Reduce, Reuse, Recycle, Repair/Reduce, and Contamination Reduction. In order to qualify a municipality must complete a minimum of 4 of the following activities.

1. Established or publicized an officially adopted Recycling or Waste Reduction Goal [must select one] *

- ☒ Officially adopted an aspirational recycling or waste reduction goal, such as a 50% recycling rate, Zero Waste, or other goal that will advance the municipality's waste reduction progress, or
- ☐ Annually publicize metrics and progress towards the previously declared goal ☐ Neither

Attach copy of the adopted recycling or waste reduction goal *

Attach a PDF of the published announcement *

2. Waste prevention information posted two times per year on a sandwich board, electronic ticker tape sign, or a "billboard" style sign at two major intersections. Drop-Off towns may instead post at the transfer station. *

☒ Yes ☐ No

Provide display dates and locations *

255 character limit

3. Published waste reduction and recycling information in a local paper four times per year. This could be in the form of an advertisement, op-ed, column, or news brief *

☒ Yes ☐ No

Attach PDF of the publicity which includes the name and date of publications *

4. Operated an official municipal mobile application or a substantive module on an official municipal mobile application. For example, ReCollect or Remyndr. *

☒ Yes ☐ No

Enter the name of the application *

100 character limit

5. Mailed an annual recycling brochure to residents. Drop-off communities may instead pass out the brochure at the transfer station. *

☒ Yes ☐ No

Attach a copy of the recycling brochure *

6. Created or maintain a municipal waste reduction webpage with a social media component (municipal Facebook, Twitter and/or Instagram). Website must include a link to the Beyond the Bin directory or comparable local searchable directory. *

☒ Yes ☐ No

Paste here the url to the waste reduction webpage *

7. Broadcasted a waste reduction public service announcement on local radio or T.V. twice per year. Full programs with segments on waste reduction and recycling may substitute. *

☒ Yes ☐ No

Provide name of station *

100 character limit

8. Participated in The Green Team: at least one representative from two or more schools are members of the Green Team *

☒ Yes ☐ No

Comprehensive Hauler Regulation - ADOPTED [2 points]

The municipality has adopted a bylaw/ordinance and/or regulation that requires all permitted haulers collecting solid waste to provide a bundled service for the provision of both solid waste and recyclables collection for each customer/generator. In addition, the municipality must inform all generators (commercial and residential) at least once per year that recycling is mandatory. Must meet all three requirements below:

- For Residential Customers/Generators, the bundled service must provide customers with solid waste and recyclables collection at a rate that reflects the cost of both services. Solid waste and recycling services must be provided by the same hauler.
- For Commercial Customers/Generators, the Hauler must provide bundled solid waste and recyclables collection to all commercial customers, unless the customer can provide proof to the hauler that separate recycling services are provided by another permitted hauler.
- Mandatory Recycling is required of all Generators through this or a separate municipal bylaw/ordinance, regulation or policy. *

☒ Yes

☐ No

Please attach a copy of the bylaw/ordinance and/or regulation in which appropriate sections have been highlighted to demonstrate that each of the following requirements have been met: 1) bundled service, 2) mandatory recycling and 3) applicability to all customers/generators. See Grant Guidance for more details.

TOTAL CURBSIDE POINTS EARNED:**Implementing the Textile Recovery Initiative**

To earn this point your municipality must have completed a set of activities designed to promote the diversion of textiles from the trash. ALL ACTIVITIES must have been COMPLETED within the current fiscal year and before the grant deadline.

Households served by the municipal trash program:

☐ Up to 7,499

If your municipality has COMPLETED three or more of the activities below, you will earn the point. Check all that apply.

☐ 7,500 or more

If your municipality has COMPLETED six or more of the activities below, you will earn the point. Check all that apply.

1. Municipal recycling coordinator participated in Textile Recovery Media Toolkit Webinar offered by MassDEP on Thursday, January 11, 2018 *

☒ Yes ☐ No

2. A link to MassDEPs Beyond the Bin Recycling Directory, <http://recyclesearch.com/profile/ma>, is in a prominent location on municipal recycling web page *

☒ Yes ☐ No

Paste here the URL to the municipal recycling web page *

3. News article or guest editorial on textile recovery was published in local newspaper *

☒ Yes ☐ No

Attach PDF of published article or guest editorial *

4. Textile recovery information and locations posted on community boards (library, schools, town hall, community center, etc) *

☒ Yes ☐ No

Attach PDF of poster or flyer *

List locations where poster or flyer is posted *

255 Character Max.

5. Quarterly online promotion of textile recovery takes place through blog post, social media, municipal web site, mobile application prompts, or electronic newsletter *

☒ Yes ☐ No

6. Textile recovery program is established at one or more schools *

☒ Yes ☐ No

7. Municipal recycling mailing to residents (e.g. direct mailer, postcard, statement stuffer, calendar) includes information about textile collection locations *

☒ Yes ☐ No

Attach PDF of the mailing to residents *

8. Annual or seasonal textile collection event or zero waste event that includes textile collection *

☒ Yes ☐ No

Provide event location (name of venue and address) *

100 Character Max.

Provide most recent event date *

9. Textile recovery PSAs or other videos to promote textile recovery air on local cable or radio station *

☒ Yes ☐ No

Provide name of station(s) *

100 Character Max.

10. Municipality has a regulation or ordinance in effect governing clothing/textile donation bins *

☒ Yes ☐ No

Attach PDF of ordinance or bylaw *

11. Permanent textile collection bin located at municipal drop-off, transfer station, library or other non-school public facility. *

☒ Yes ☐ No

Provide bin location (name of venue and address) *

255 Character Max.

12. Municipality tracks textile tonnage data from municipal collection sites and private sites (if available) and reported to MassDEP on the CY 2017 Recycling and Solid Waste Survey *

☒ Yes ☐ No

13. Municipality (DPW, School Dept., Fire Dept., etc.) purchases wiping cloths made from recycled textiles *

☒ Yes ☐ No

Provide name of supplier *

Total RDP Points Earned:

Additional comments:

2000 Character Max.

I have read the Grant Guidance for the Recycling Dividends Program and certify that all points claimed in this application meet the performance standards described therein *

☐

DROP OFF PROGRAMS

Instructions: A response is required in each section below. Be sure to click the "Submit to Program" button at the bottom of the form once the form is complete without errors. If the form is successfully submitted, the icon on the Dashboard will change to a lock.

SOLID WASTE PROGRAM (pick one) *

- ☐ PAYT/SMART program is currently in place which requires all trash to be placed in a PAYT/SMART bag.[4 points]
- ☐ PAYT/SMART program is currently in place which requires the use of stickers or tags affixed to each bag of trash disposed of at the transfer station, OR the use of a punchcard which is punched for each bag of trash disposed of at the transfer station [4 points]
- ☐ PAYT/SMART program is currently in place where the municipality provides households with no more than 52 PAYT/SMART bags per year. Residents must purchase PAYT bags for trash in excess of 52 bags.[3 points]
- ☐ PAYT/SMART program is currently in place where the municipality provides households with no more than 52 PAYT/SMART stickers, tags or units on a punchcard per year. Residents must purchase additional stickers, tags or punchcards for trash in excess of 52 bags [3 points]
- ☐ None of the above.

SWAP SHOP: The municipality operates a Swap Shop where residents can drop-off reusable home goods and furnishings for others to take. The Swap Shop must be sufficiently enclosed to protect swap shop items from the weather and preserve reuse value. [2 points] *

☐ Yes

☐ No

ORGANICS (pick one) *

☐ Source separated food waste is collected at a municipality owned collection center for Composting. Any household with a transfer station sticker for trash may drop off food waste. [2 points]

☒ The municipality provides subsidized home composting bins, for \$25 or less, to residents along with an effective promotion and outreach program [1 point]

☐ None of the above

Number of bins sold in current fiscal year

Sale price to residents:

Provide link to online promotion of compost bin availability

Provide link to publicity for annual composting education offered to residents. For example: workshop, compost demonstration, or video program at the library

BULKY ITEMS: Residents are charged a fee of not less than \$5, for at least 3 of the following bulky items that are brought to the transfer station or recycling drop-off: mattresses, upholstered furniture, wood furniture, toilets, sinks, and carpet. [1 point] *

☒ Yes

☐ No

Paste here the link to the published fee schedule on your municipal website: *

YARD WASTE consists of leaves and grass. Both must be collected in order to claim these points. Residents can take yard waste to a drop-off location that is open a minimum of 30 weeks per year [2 points] *

- ☒ Yes
- ☐ No

HOUSEHOLD HAZARDOUS WASTE COLLECTION (pick one) *

- ☐ The municipality **hosts a permanent Household Hazardous Waste (HHW) collection center** open to residents a minimum of six times per year [2 points]
- ☒ The municipality participates in **a regional HHW collection center** open to residents a minimum of six times per year [2 points]
- ☐ The municipality participates **in a reciprocal arrangement** with other municipalities which provides residents access to a minimum of six comprehensive HHW collection events per year [2 points]
- ☐ The municipality **hosts** at least two HHW collection events per year [1 point]
- ☐ The municipality **funds two HHW events** per year at no cost to the resident [1 point]
- ☐ None of the above.

Household Hazardous Waste collections must accept a broad range of hazardous products from residents, including but not limited to: pesticides, oil based paints, pool chemicals, automotive products, elemental mercury, cleaning products and other chemicals.

Name of facility: *

Paste here web link directly to the HHW event dates and locations on your municipal website: *

List municipalities participating in reciprocal agreement: *

Date of your last event and date of your next event: *

Name of town where the second event held *

CENTER FOR HARD TO RECYCLE MATERIALS (CHARM) [2 points]

A Center for Hard to Recycle Materials is a single location where the following materials are collected for recycling. This may be a municipal recycling center or transfer station. In order to qualify the collection location (CHARM) must be open a minimum of once per month.

Do your residents have access to a CHARM in your municipality or a contiguous (i.e. bordering) municipality or within a seven mile radius of an open CHARM where a minimum of 8 of the following material are collected for recycling, or mattresses plus 5 additional materials? *

☐ Yes

☐ No

Automotive wastes	Books/Media	Bulky rigid plastics	Carpet	Electronic waste	Expanded Polystyrene (Styrofoam)
Fire extinguishers, AND BOTH one pound and twenty pound propane tanks	Household Batteries	Large Appliances (White Goods)	Mattresses	Mercury bearing products	Paint
Plastic bags		Textiles		Wood	

Is this CHARM located in your municipality? *

☐ Yes ☒ No

Name of municipality where CHARM is located: *

To qualify, each material must be source separated and recycled. You will be asked to provide the name of the recycling company or processor for each material you select.

Automotive wastes (must collect all of the following: antifreeze, waste oil, tires, auto batteries) *

☒ Yes ☐ No

Name of recycling company or processor: *

250 Character Max.

This question will show if "Yes" selected for any materials below.

Books/Media *

☐ Yes ☐ No

Bulky rigid plastics *

☐ Yes ☐ No

Carpet *

☐ Yes ☐ No

Electronic waste (minimum of all computer and TV related electronics) *

☐ Yes ☐ No

Expanded Polystyrene (Styrofoam) *

☐ Yes ☐ No

Fire extinguishers, AND BOTH one pound and twenty pound propane tanks *

☐ Yes ☐ No

Household batteries *

☐ Yes ☐ No

Must collect all types of non-alkaline batteries

Large Appliances (White Goods) *

☐ Yes ☐ No

Mattresses *

☐ Yes ☐ No

NOTE: recycling mattresses will count as 3 toward the total needed

Mercury bearing products. Must collect all of the following: fluorescent lamps/CFLs, button batteries, thermostats, thermometers, other products containing mercury *

☐ Yes ☐ No

Paint (sent for recycling, fuels blending, or hazardous waste disposal) *

☐ Yes ☐ No

Plastic bags *

☐ Yes ☐ No

Textiles *

☐ Yes ☐ No

Wood *

☐ Yes ☐ No

Comprehensive Hauler Regulation - ADOPTED [2 points]

The municipality has adopted a bylaw/ordinance and/or regulation that requires all permitted haulers collecting solid waste to provide a bundled service for the provision of both solid waste and recyclables collection for each customer/generator. In addition, the municipality must inform all generators (commercial and residential) at least once per year that recycling is mandatory. Must meet all three requirements below:

- For Residential Customers/Generators, the bundled service must provide customers with solid waste and recyclables collection at a rate that reflects the cost of both services. Solid waste and recycling services must be provided by the same hauler.
- For Commercial Customers/Generators, the Hauler must provide bundled solid waste and recyclables collection to all commercial customers, unless the customer can provide proof to the hauler that separate recycling services are provided by another permitted hauler.
- Mandatory Recycling is required of all Generators through this or a separate municipal bylaw/ordinance, regulation or policy. *

☒ Yes

☐ No

Please attach a copy of the bylaw/ordinance and/or regulation in which appropriate sections have been highlighted to demonstrate that each of the following requirements have been met: 1) bundled service, 2) mandatory recycling and 3) applicability to all customers/generators. See Grant Guidance for more details.

ENFORCED HAULER REGULATION - Residential:

The municipality has a hauler bylaw/ordinance and/or regulation that is actively enforced, which requires haulers providing trash collection service to residents to also provide recycling collection at one integrated price. [3 points] *

☒ Yes

☐ No

Attach a copy of the regulation, ordinance or bylaw being enforced. *

Attach documentation which demonstrates active enforcement is taking place. This should include, but is not limited to: description of enforcement protocol or procedure, identification by title of person(s) responsible for enforcement, documentation of warnings given, fines levied and permits revoked as a result of this enforcement activity. *

ACCESS TO THE MUNICIPAL RECYCLING CENTER *

☐ Haulers collecting from residential customers are encouraged to tip recyclables at the municipal facility; annual mailing required.[2 points]

☐ Businesses are allowed to drop off recyclable materials and are encouraged to do so via annual outreach.[1 point]

☐ Municipal recycling center is open to non-residents for the free drop-off of recyclables (paper, bottles, cans, cardboard).[1 point]

☐ None of the above.

Waste Prevention Outreach and Education [1 point]

Waste prevention education refers to the promotion of any/all of the following: Reduce, Reuse, Recycle, Repair/Reduce, and Contamination Reduction. In order to qualify a municipality must complete a minimum of 4 of the following activities.

1. Established or publicized an officially adopted Recycling or Waste Reduction Goal [must select one] *

☒ Officially adopted an aspirational recycling or waste reduction goal, such as a 50% recycling rate, Zero Waste, or other goal that will advance the municipality's waste reduction progress, or

☐ Annually publicize metrics and progress towards the previously declared goal ☐ Neither

Attach copy of the adopted recycling or waste reduction goal *

Attach a PDF of the published announcement *

2. Waste prevention information posted two times per year on a sandwich board, electronic ticker tape sign, or a “billboard” style sign at two major intersections. Drop-Off towns may instead post at the transfer station. *

☒ Yes ☐ No

Provide display dates and locations *

255 character limit

3. Published waste reduction and recycling information in a local paper four times per year. This could be in the form of an advertisement, op-ed, column, or news brief. *

☒ Yes ☐ No

Attach PDF of the publicity which includes the name and date of publications *

4. Operated an official municipal mobile application or a substantive module on an official municipal mobile application. For example, ReCollect or Remyndr. *

☒ Yes ☐ No

Enter the name of the application *

100 character limit

5. Mailed an annual recycling brochure to residents. Drop-off communities may instead pass out the brochure at the transfer station. *

☒ Yes ☐ No

Attach a copy of the recycling brochure *

6. Created or maintain a municipal waste reduction webpage with a social media component (municipal Facebook, Twitter and/or Instagram). Website must include a link to the Beyond the Bin directory or comparable local searchable directory. *

☒ Yes ☐ No

Paste here the url to the waste reduction webpage *

7. Broadcasted a waste reduction public service announcement on local radio or T.V. twice per year. Full programs with segments on waste reduction and recycling may substitute. *

☒ Yes ☐ No

Provide name of station *

100 character limit

8. Participated in The Green Team: at least one representative from two or more schools are members of the Green Team *

☒ Yes ☐ No

TOTAL DROP OFF POINTS EARNED:**Implementing the Textile Recovery Initiative**

To earn this point your municipality must have completed a set of activities designed to promote the diversion of textiles from the trash. ALL ACTIVITIES must have been COMPLETED within the current fiscal year and before the grant deadline.

Households served by the municipal trash program:

☐ Up to 7,499

If your municipality has COMPLETED three or more of the activities below, you will earn the point. Check all that apply.

☐ 7,500 or more

If your municipality has COMPLETED six or more of the activities below, you will earn the point. Check all that apply.

1. Municipal recycling coordinator participated in Textile Recovery Media Toolkit Webinar offered by MassDEP on Thursday, January 11, 2018 *

☒ Yes ☐ No

2. A link to MassDEPs Beyond the Bin Recycling Directory, <http://recyclesearch.com/profile/ma>, is in a prominent location on municipal recycling web page *

☒ Yes ☐ No

Paste here the URL to the municipal recycling web page *

3. News article or guest editorial on textile recovery was published in local newspaper *

☒ Yes ☐ No

Attach PDF of published article or guest editorial *

4. Textile recovery information and locations posted on community boards (library, schools, town hall, community center, etc) *

☒ Yes ☐ No

Attach PDF of poster or flyer *

List locations where poster or flyer is posted *

255 Character Max.

5. Quarterly online promotion of textile recovery takes place through blog post, social media, municipal web site, mobile application prompts, or electronic newsletter *

☒ Yes ☐ No

6. Textile recovery program is established at one or more schools *

☒ Yes ☐ No

7. Municipal recycling mailing to residents (e.g. direct mailer, postcard, statement stuffer, calendar) includes information about textile collection locations *

☒ Yes ☐ No

Attach PDF of the mailing to residents *

8. Annual or seasonal textile collection event or zero waste event that includes textile collection *

☒ Yes ☐ No

Provide event location (name of venue and address) *

100 Character Max.

Provide most recent event date *

9. Textile recovery PSAs or other videos to promote textile recovery air on local cable or radio station *

☒ Yes ☐ No

Provide name of station(s) *

100 Character Max.

10. Municipality has a regulation or ordinance in effect governing clothing/textile donation bins *

☒ Yes ☐ No

Attach PDF of ordinance or bylaw *

11. Permanent textile collection bin located at municipal drop-off, transfer station, library or other non-school public facility. *

☒ Yes ☐ No

Provide bin location (name of venue and address) *

255 Character Max.

12. Municipality tracks textile tonnage data from municipal collection sites and private sites (if available) and reported to MassDEP on the CY 2017 Recycling and Solid Waste Survey *

☒ Yes ☐ No

13. Municipality (DPW, School Dept., Fire Dept., etc.) purchases wiping cloths made from recycled textiles *

☒ Yes ☐ No

Provide name of supplier *

Total RDP Points Earned:

Additional comments:

2000 Character Max.

I have read the Grant Guidance for the Recycling Dividends Program and certify that all points claimed in this application meet the performance standards described therein *

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